

Department of Real Estate SAFE ACT - Frequently Asked Questions

What NMLS Forms Do I Need to Complete?

Q. What NMLS forms do I need to complete in order to obtain the Mortgage Loan Originator (MLO) License Endorsement on my license?

A. Application forms are filed on-line using the NMLS system. You must hold a valid DRE-issued real estate license in order to file for this license endorsement.

All licensees who need to add a MLO License Endorsement are required to complete Form MU4. This form enables the NMLS system to capture and store criminal background-check information, enables the credit report to be authorized, and stores education and testing requirement compliance information. [Instructions](#), additional information, and a sample of Form MU4 can be found on the NMLS website.

Licensed salespersons will need to complete a Form MU4 filing through the NMLS system. Further detailed [instructions](#) can be found by accessing DRE's SAFE Act [information page](#).

A licensed broker working as a sole proprietor will need to complete a Form MU4 filing as an individual broker, and will need to file a Form MU1 as a company. Further detailed [instructions](#) can be found by accessing DRE's SAFE Act [information page](#).

A licensed broker working as a broker-associate for another broker or corporation will need to complete a Form MU4 filing. Brokers working as broker associates for another broker or corporation do not need to file form MU1. Further detailed [instructions](#) can be found by accessing DRE's SAFE Act [information page](#).

A licensed real estate corporation will need to file Form MU1 as a company for the corporation. The designated broker officer for the corporation will need to file Form MU4 as an individual. If the designated broker officer has already filed Form MU4 as a sole proprietor, completion of another Form MU4 is not required. Further detailed [instructions](#) can also be found DRE's SAFE Act [information page](#).

Q. I am the DRE licensed designated broker officer (also referred to as Broker of Record, Designated Officer, Corporate Broker) of a DRE licensed corporation. The corporation employs DRE licensed brokers and salespersons who originate mortgage loans as part of their activities. I personally do not originate loans on behalf of the corporation. Also there are other DRE licensed and non-licensed officers who are members of the Board, but do not originate loans. Will I be required to obtain a Mortgage Loan Originator (MLO) License Endorsement? What forms(s) do the other officers need to file with NMLS?

A. If any mortgage loan origination activities are performed by any real estate licensee working for the corporation, the DRE licensed designated broker officer must obtain a MLO License Endorsement for the corporation by filing Form MU 1 (Company Account Request). The licensed broker officer of the corporation individual must personally qualify for a MLO License Endorsement by filing Form MU 4.

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The other corporate officers, licensed or non-licensed, who do not perform MLO activities, must be listed on the Form MU1 in the section titled "Direct Owners and Executive Officers". Once the Form MU1 is completed, those individuals will be required to create an account on the NMLS system and complete Form MU2. There is no fee required for those individuals and they would not need to apply to obtain a MLO License Endorsement.

Q. How do I create a company relationship and request sponsorship?

A. After you have submitted your form MU4, you and your employing broker or corporation must create a [company relationship](#) and authorize a [sponsorship request](#) before your Mortgage Loan Originator License endorsement will be approved by DRE.

Q. What dates and/or deadlines do I need to be aware of?

January 1, 2011 - Licensees must hold an active MLO License Endorsement in order to perform residential mortgage loan activities.

Q. What are the fees to obtain an MLO License Endorsement?

A. Fee information can be obtained by accessing DRE Mortgage Loan Originator License Endorsement [fee information](#) page

Q. I submitted my filing to DRE. Did I complete it correctly?

A. DRE is in the process of reviewing all filings and will contact you in the event your filing is incorrect or incomplete.
